

FOR OFFICE USE ONLY

Received date:

Approved:

Permit #

2.6.17

Mail Email Pick up Delivery



AMHERST INSPECTION SERVICES
4 BOLTWOOD AVENUE • AMHERST • MA • 01002
 Office (413) 259-3030 Fax (413) 259-2402
www.amherstma.gov

FARMERS' MARKET PERMIT APPLICATION

FEE: \$50.00, Non- Profit \$40.00

Applications must be submitted ten (10) days prior to market.

BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE "Are You Ready?" attachment.

Business Name

Name of Owner/Applicant

Business Address

Contact Telephone

Email

Mailing Address (if different)

Name of Persons who will handle food at your market space: _____

List all foods: _____

FOOD	DOCUMENTS TO BE RETURNED WITH APPLICATION AND FEE
Prepackaged food No unpackaged samples	<input type="checkbox"/> Food Establishment License or Processing Facility <input type="checkbox"/> Workers Compensation Affidavit and Policy Declaration Page <input type="checkbox"/> Non-Profit IRS or DOR Exemption Number _____
Cooked, Prepared, Hot held, Reheated Samples And Demonstrations	<input type="checkbox"/> Food Protection Manager Certificate <input type="checkbox"/> Allergy Awareness Certificate <input type="checkbox"/> Food Establishment License or Processing Facility <input type="checkbox"/> Written agreement with Licensed Food Establishment (If you are not the owner of the licensed establishment) <input type="checkbox"/> Workers Compensation Affidavit and Policy Declaration Page <input type="checkbox"/> Certificate from the Fire Department (required for open flame) <input type="checkbox"/> Non-Profit IRS or DOR Exemption Number _____
Meat and Poultry	<input type="checkbox"/> USDA stamp for each type of meat ___ Beef ___ Pork ___ Poultry ___ Lamb ___ Other: _____ <input type="checkbox"/> Food Establishment License or Processing Facility <input type="checkbox"/> Workers Compensation Affidavit and Policy Declaration Page
Seafood Only	<input type="checkbox"/> State Retail Seafood Dealer Permit <input type="checkbox"/> Food Establishment License or Processing Facility <input type="checkbox"/> HACCP Plan <input type="checkbox"/> Workers Compensation Affidavit and Policy Declaration Page

COOKING, PREPARING, HOLDING HOT FOODS AT THE MARKET

If you are cooking/preparing/holding hot foods at the market, you must complete A, B, C and D.

- A. List each **potentially hazardous food item** and all steps in its preparation at the licensed food establishment**
Use additional pages as needed to list all items.

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

- B. List each potentially hazardous food item and all steps in its preparation at the market booth:
Use additional pages as needed to list all items.**

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

- C. Describe equipment for cooking, heating, holding hot: _____

Type of Fuel source _____ **A certificate from the Fire Department is required for all open flames.**

- D. Draw in the location and identify all equipment including: hand wash facilities, dish wash facilities, ranges, refrigeration, worktables, food, single service storage, etc. Please note: Booths at open air markets must also provide overhead covering.**

[illegible]

SAFE HANDLING PRACTICES

You must respond to each item in order to complete your application.

1. ☐ YES, all food will come from an **approved food source**. Source of water and/or ice _____
2. ☐ YES, all food will be **transported** in adequate hot or cold holding equipment and protected from contamination.
3. ☐ YES, **hand washing** is available at the booth: it is labeled "hand wash," has a minimum of 5 gal. Hot water at greater than 110°F, hand soap and paper towels.
☐ N/A because I sell only pre-packaged food.
4. ☐ YES, **sanitizer** will be available for cleaning food contact surfaces.
5. ☐ YES, **Ready To Eat** food is handled only with clean utensils, clean gloves or tissue paper.
☐ N/A because I do not have RTE food.
6. ☐ YES, **unwrapped food, including samples**, will have protective covers.
☐ N/A because I do not have unwrapped food.
7. ☐ YES, **hot foods** will be held at or greater than 140°F.
 - a. ☐ Yes, a metal stem type thermometer (0-220°F) is available to test hot holding temperatures
 - b. ☐ Yes, at the end of the day I will dispose of leftover heated food.☐ N/A because I do not have food that must be held hot.
8. ☐ YES, **cold food** will be held at or less than 41°F.
 - a. ☐ Yes, a metal stem type thermometer (0-220°F) is available to test cold holding temperatures
 - b. ☐ Yes, There is a thermometer located in each cold holding equipment:
There are _____ number of **refrigeration units**
There are _____ number of **freezer units**
There are _____ number of **ice chest style coolers**☐ N/A because I do not have food that requires cold holding.
9. ☐ YES, **raw, cooked food and/or ready to eat food** will not be stored in the same refrigeration units/cooler (stored separately)
☐ N/A, because I do not have raw, cooked or ready to eat food.
☐ No, but I will **prevent cross contamination in the following manner:**

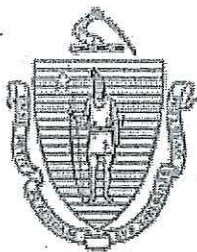
10. ☐ YES, I will have extra utensils and equipment.
☐ N/A, because I have only prepackaged food and no samples.
11. Describe how you will store and dispose of **waste water**: _____
12. Describe how you will store and dispose of **garbage**: _____
13. ☐ YES, I am aware of the Town of Amherst Bylaw that bans the use of **EPS (expanded polystyrene)** in food establishments and agree to abide by this regulation. For info go to www.amherstma.gov/DocumentCenter/View/23850

STATEMENT: I certify that the information provided in this application is correct, and I fully understand that any deviation from the above without prior permission from the office may nullify this approval.

I am familiar with 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments and FDA 1999 Food Code and will operate and maintain the above described establishment in accordance with these regulations.

I understand that if violations are found, I must take corrective action immediately, or as otherwise specified by the health official and that failure to correct the violations may result in the revocation of the health permit and immediate cessation of the food service operation, and may also affect the issuance of a health permit at future events.

Signature of owner/applicant _____ **Date** _____



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Print Form

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____

Information and Instructions

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, an *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An *employer* is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that "every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required." Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address and phone number along with a certificate of insurance. Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the law or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self-insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a home owner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111

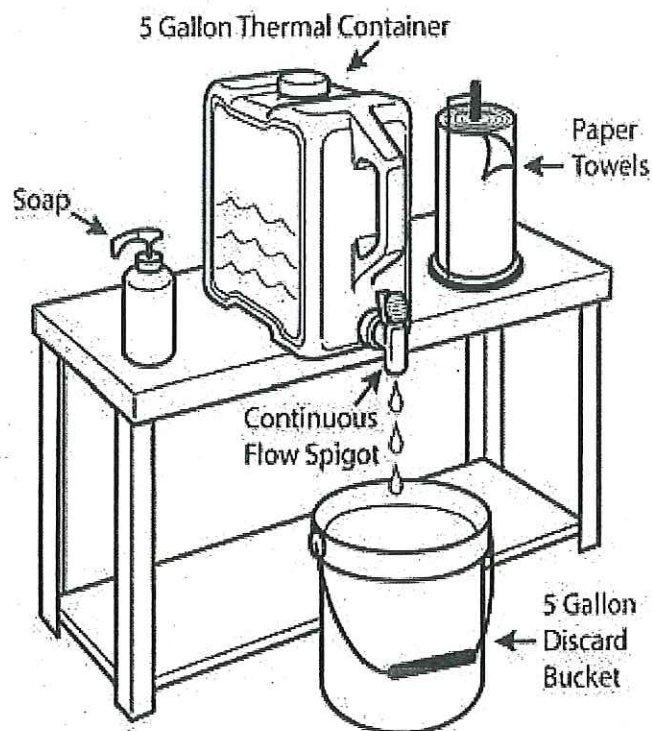
Tel. # 617-727-4900 ext 406 or 1-877-MASSAFE

Fax # 617-727-7749

www.mass.gov/dia

HAND WASHING STATION EXAMPLE

- Water from an approved source
(Do not use garden hose)
- 2-5 gallons
- 112-120° F
- Water jug with spigot
- Catch basin
- Paper Towels in a dispenser
- Hand soap
- Covered waste container
- A sign saying "Hand Wash Station"



To clean water jugs:

Sanitize with 2 tbsp. unscented bleach in 1 gallon water

Pour into the jug and swirl so that sanitizer covers the entire interior surface

Let stand 5 min and drain

Do not rinse

HAND WASHING STATION SIGN

Cut here-----

Hand Wash Station

Massachusetts Department of Public Health
Food Protection Program
Temporary Food Establishment Operations

Are You Ready?

Use this guide as a checklist to verify compliance with MA food safety regulations.

- ☐ **Application** Submit a completed temporary food establishment application to the Local Board of Health a minimum of 10 days prior to the event.

FOOD & UTENSIL STORAGE AND HANDLING

- ☐ **Dry Storage** Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.
- ☐ **Cold Storage** Keep potentially hazardous foods at or below 41°/45°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.
- ☐ **Hot Storage** Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.
- ☐ **Thermometers** Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.
- ☐ **Wet Storage** Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.
- ☐ **Food Display** Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- Post consumer advisories for raw or undercooked animal foods.
- ☐ **Food Preparation** Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.
- Protect all storage, preparation, cooking and serving areas from contamination.
- Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

PERSONNEL

- ☐ **Person in Charge** There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local board of health for food protection management certification requirements.
- ☐ **Handwashing** A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100° to 120°F. A handwashing sign must be posted.
- ☐ **Health** The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

☐ **Hygiene**

Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

CLEANING AND SANITIZING

☐ **Warewashing**

A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.

The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.

☐ **Sanitizing**

Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.

☐ **Wiping Cloths**

Store wet wiping cloths in a clean 100ppm chlorine solution. Change frequently.

WATER

☐ **Water Supply**

An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

☐ **Wastewater Disposal**

Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

PREMISES

☐ **Floors**

Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.

☐ **Walls & Ceilings**

Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.

☐ **Lighting**

Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.

☐ **Counters/Shelving**

All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.

☐ **Trash**

Provide an adequate number of cleanable containers inside and outside the booth.

☐ **Restrooms**

Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.

☐ **Clothing**

Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

Need more information on food safety and MA food regulations

www.mass.gov/dph/fpp

Retail Food Information

http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html

MA Partnership for Food Safety Education Resources/Food Safety Principles for Food Workers

www.foodsafety.gov

Gateway to Government Food Safety Information

Amherst Farmers' Market Guide

Helping Vendors Understand Amherst MA Farmers' Market Regulations



Getting a Permit: An Overview

- Each Farmers' Market is run by a different Market Manager. Contact the manager of the market in which you want to participate and complete the required paperwork.
- If you are the vendor of a food item that does not require a Temporary Food Establishment permit from Amherst Inspectional Services and you have the Market Manager's approval, you are ready to start selling!
- If you are selling a processed food, or giving away free samples, you can print out a **Farmers' Market** application, as required by Amherst Inspection Services, at www.amherstma.gov/is. Submit the application, along with any additional required paperwork, and the \$50 fee to **Amherst Inspection Services**.

Amherst Farmers' Market

Downtown Amherst

April to November

Saturdays 7:30am to 1:30 pm

www.amherstfarmersmarket.com

Wednesday Market at Kendrick Park

Kendrick Park

May to October

Wednesdays 2:00pm to 7:00pm

<http://kendrickparkmarket.com>

Amherst Winter Market

Amherst Middle School

January to March and December

Saturdays 10:00am to 2:00pm

www.amherstwintermarket.com



Safe handling practices for processed foods

- **Foods requiring temperature control for safety must be held at or below 41°F or above 140°F and monitored by the vendor**
- **Vendors shall have a thermometer for each hot and each cold holding unit and have probe thermometers as needed if cooking at the market**
- **Handwashing sinks should be accessible (within 25') to vendors handling exposed, processed foods**
- **Ready-to-eat processed foods should only be handled with clean utensils or freshly gloved hands**
- **Samples shall be prepared in licensed kitchens and served in accordance to the MA state food safety guidelines**
- **Meat and poultry must be slaughtered in a federal or state licensed facility under inspection**
- **Food labels shall indicate the processing facility for meat and poultry, and also for canned goods (excluding jelly and jam) please contact **Amherst Inspection Services** with any labeling questions**



Cooking at the Market*

- **Complete the application process as required by the market to gain access as a vendor**
- **Complete the **Farmers' Market** application and submit the application along with the fee to **Amherst Inspection Services** at Town Hall**
- **All foods must come from an approved source**
- **Vendors who cook at market shall be present on a weekly or bi-weekly basis throughout the season of the market**
- **Vendors who cook at the market shall have an approved kitchen facility as their base of operations**
- **Vendors with "Residential Kitchen" licenses are not permitted to do the following:**
 - **cooling and reheating prior to service**
 - **hot holding for more than two hours**
 - **service of leftovers**
- **Vendors with "Residential Kitchen" licenses are permitted to sell the following:**
 - **Only non-potentially hazardous foods and foods which do not require refrigeration**
 - **Ingredients that are potentially hazardous foods, such as milk, cream, and eggs, may be used in food preparation for the public provided that the final product is not a potentially hazardous food**

*There is no cooking permitted at winter market



F.A.Qs.

Q. What is a processed food?

A. Any food item or items that have been cut, butchered, peeled, heated (cooked, baked, etc.), smoked, dried, cured, canned, or mixed with one or more other ingredients

Q. What foods can I sell that don't require a permit from Inspection Services?

A.

- Fresh whole produce
- Unprocessed/Raw Honey
- Maple Syrup
- Fresh Eggs (must be stored and maintained at 45° F)

Q. Are there any special items that require additional permits?

A. Yes. Some items such as fish, shellfish, canned goods, (except for jelly and jam), and wholesale items require additional permits from the MA Department of Public Health (DPH). It's a good idea to contact the DPH ahead of time if you think you might need additional permits.

Q. How much of what I sell is required to be sourced from local farms?

A. Each market has a different policy about the amount of foods required to be from local farms. Contact the manager of the market you want to sell at, or go to the website for that market to learn about their specific policy.

Amherst Inspection Services

Town Hall

4 Boltwood Avenue

Amherst, MA 01002

413-259-3030

Before placing your order,
please inform your server
if a person in your party has
a food allergy.

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